

From: 575 Center Manager <[REDACTED]>

To: undisclosed-recipients;

Subject: 2nd Chance for photo ID's

Date: Thu, 07 Nov 2013 16:34:58 +0000

Attachments: image003.emz; image004.emz; image009.emz; image016.emz; image017.emz;
image019.emz

Inline-Images: image001.gif; image005.png; image007.png; image015.png; image018.png; image020.png;
image021.png; image022.png

Memo

To: Valued Clients

From: Virgo Business Centers

Date: 11/7/13

Re: **New Photo ID's**

Dear Tenants,

On Tuesday, November 12, 2013 from 4PM-5PM we will be taking photos for our new ID's for the building again. If you haven't taken them yet, there will be a sign-up sheet this time at the front desk for you give your name and email. You can either email the names to [REDACTED] or come up to reception to sign up. Please see someone at reception on November 12th to find out what room this will take place in. If you have any questions please call Virgo management at 212-600-2300.

Regards,

Margaret Petruccelli

Center Manager

Virgo Business Centers

575 Lexington Avenue

4th Floor

New York, New York 10022

